



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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December 4, 2002

TO: Fred Stephens, Director
FROM: Marty Brown, Director
SUBJECT: Department of Licensing Reported Incident Does Not Merit Review

Pursuant to RCW 43.41.370 and the Guidelines For Reporting Incidents to the Office of Financial Management (OFM), the Department of Licensing (DOL) submitted an Incident Report to OFM. The Report notifies OFM that on June 12, 2002, a Prorate and Fuel Tax Auditor was killed while working in the field. In addition to the investigation by law enforcement, DOL Management initiated an internal review to increase safety of staff working in the field.

The internal review team was made up of a cross section of DOL staff. The team did a comprehensive field safety study and produced a report with 15 recommendations, including updating policies and training, providing identification apparatus and equipment and developing a mechanism for sharing safety related information. The DOL Executive Management Team (EMT) has embraced most of the recommendations and changes have already occurred. The recommendations that have not been fully implemented are being tracked to ensure final implementation. The most important step is that the safety program is fully backed by the EMT.

RCW 43.41.370(1) requires the Director of OFM to appoint a loss prevention review team when the death of a person, serious injury to a person, or other substantial loss is alleged or suspected to be caused at least in part by the actions of a state agency unless the Director, in his or her discretion, determines that the incident "does not merit review". Applying the criteria for loss prevention reviews, issued November 18, 2002, I have determined that the incident you reported does not merit review. Although there was a tragic death, there does not appear to be a history of this type of occurrence. The agency's extensive internal review and subsequent actions taken are great first steps to reduce the risk of future incidents. In addition, given the breadth of the internal review and the support by the agency EMT, it appears that an independent review would not reduce future risk further. Therefore, no further review is warranted.

This type of incident can occur in other agencies. OFM will sponsor a forum where agencies can share their experiences and initiatives. I hope DOL will share the results from this recent review.

This decision will be posted on the OFM Web site. If you have any questions about the criteria or its application to this incident, please contact either Roselyn Marcus at (360) 902-7396 or Gary Robinson at (360) 902-0528.

C: Greg Gurske, Human Resources Manager
Roselyn Marcus, Loss Prevention Review Team Manager